

Enrollment Management Subcommittee  
Wednesday, April 12, 2017; 3:30 pm  
UC Room 233  
**Minutes (Draft)**

**Members in attendance:**

Emilia Bak, ARTS (to 2018)  
Melody Chuang, EDUC (to 2018)  
Robin Snead, LETT (to 2017), Chair  
Rachel Smith, NS&M (to 2017), Secretary  
Shilpa Regan, S&BS (to 2018)  
Stewart Thomas, Interim Associate Vice Chancellor for Enrollment (ex officio)  
Derek Oxendine, Director, Center for Student Success (ex officio)

**Members not in attendance:**

TBD, Student Government Association Representative

- I. The meeting was called to order at 3:32pm.
- II. The minutes of the February 28, 2017 called meeting were approved as circulated.
- III. The agenda was revised as a result of the Faculty Senate vote on the motion regarding revisions to the Academic Standing policy and to re-categorize several items.
- IV. Report from the Chair
  - A. The Chair reported that the proposed changes to the grading system (impact of the "I" grade) were approved by Faculty Senate at its March meeting.
  - B. The proposed changes to the Academic Standing Policy were passed by Faculty Senate after some discussion at the April 5<sup>th</sup> meeting.
- V. Report from Associate Vice Chancellor for Enrollment  
Dr. Thomas gave an update on enrollment for Fall 2017. Although undergraduate enrollment projections were down by 8% as of the end of February, as of 4/11/17 we are on track to have 62 more students enrolled than the 1050 target which was set for a total projected undergraduate enrollment of 1112. Transfer enrollment also is projected to exceed the goal of 550 with a projected enrollment of 578.  
As for Graduate enrollment, at this time last year only 40 students had enrolled for fall classes but this year there are 60 graduate students enrolled for fall coursework. The Graduate program's total enrollment goal is 258. Both the undergraduate and graduate admissions offices are near the end of their contracts with their respective customer relations systems so with the help of the incoming AVC for Enrollment, Lois Williams, a new system has been chosen. Ms. Williams will start 4/17 and will join the EM subcommittee next year.

VI. Unfinished Business

The draft of language to be sent to faculty by the Interim Provost as a reminder of the Incomplete form ([Appendix A](#)) was reviewed by the subcommittee and two minor additions were made. The Chair will request that Dr. Billingsley send this “early and often.”

VII. New Business

A. Query from faculty member regarding lack of class availability for transfer students during transfer orientation ([Appendix B](#))

The subcommittee agreed that this was an important issue. Dr. Thomas relayed that Associate Deans of all three colleges and schools monitor course availability and analyze enrollment data prior to transfer orientations to see if additional sections need to be offered in order to deal with this problem preemptively. Dr. Oxendine also indicated that the CSS is working on this issue as well. The new orientation registration system sends auto confirmation of enrollment so they will know who will be attending Transfer Orientation sessions. The deadline for transfer admission applications was moved up. Both of these changes should allow for better planning.

B. Other new business

Dr. Oxendine asked about any mandatory attendance policies which were created by individual departments. The subcommittee briefly discussed mandatory the attendance policy in English composition for which there is an appeals process.

VIII. Announcements

The Chair thanked subcommittee members for their attendance and participation this year. She reviewed the items dealt with by the EMS which included revision of the Military Student Success Agreement, development of Military Deployment Agreement Form, creating a definition of attendance for online courses, changing the way “I” grades count towards GPA, and revising the Academic Standing Policy, as well as a number of communications concerning issues raised by stakeholders.

IX. Meeting was adjourned at 4:12pm.

## Appendix A

Draft of language to be sent to faculty as a reminder of the Incomplete form for consideration and comment:

In May 2016, Faculty Senate passed a policy change that requires the development of a “contract” between the faculty member and student when a grade of incomplete is assigned. ***Under the policy, when a grade of “I” is to be assigned, a “Request for Grade of Incomplete” form must be filled out, signed by the student, the instructor, and the department chair, and must be filed with the Chair and Registrar’s Office.***

The form establishes the requirements that the student must complete to finish the coursework, as well as the deadlines, ensuring that both the instructor and the student are aware of those requirements. Further, should an instructor leave UNC-Pembroke before the “I” is cleared, the form provides official documentation of the requirements that the student must complete, and aids the department chair in facilitating the process. In the event that a student is incapacitated, the need for an “I” grade should be communicated to the Department Chair and the form should be complete when the student is able.

## Appendix B

The following email was sent on April 4, 2017 to Robert Arndt, the Chair of the Academic Support Subcommittee. Mr. Arndt forwarded it to Enrollment Management for our consideration, as it is an issue that falls under our charge rather than Academic Support.

### RE: Item for discussion Academic Support Subcommittee

Robert Arndt

 You replied to this message on 4/4/2017 1:31 PM.

Sent: Tue 4/4/2017 11:55 AM

To: [REDACTED]

Cc: Robin Snead; Sara Simmons

[REDACTED]

910.521.6529

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From: [REDACTED]

Sent: Monday, April 3, 2017 9:11 PM

To: Robert Arndt

Subject: Item for discussion Academic Support Subcommittee

Hi Robert,

I apologize for not getting this item to your committee earlier in the year but at the very least, maybe a preliminary discussion can take place. My perspective is based on my experience with advising transfers and assisting with transfer orientation.

Issue: Transfer students coming to UNCP have very limited choices when registering for courses in their first semester at UNCP. This applies to almost all transfers, including those needing to register for Gen Ed and major classes. Thus, it seems as they are starting off at a disadvantage academically. Often times the schedule is created by arranging random or unordered courses just to be able to have a full schedule that may also take place at a variety of times. I wonder if there is some strategic solution that could be implemented for transfers such as closing certain sections of Gen Ed courses to "reserve" seats for these students. Ideally, transfers coming in with an associate's degree and/or those seeking courses in a major would also have more ideal options that just whatever sections may be open. As these students have chosen UNCP to continue their education and complete a degree, it seems UNCP should be more accommodating to ensure their success.

I did briefly discuss my observation with Derek Oxendine and some of his staff at the January transfer orientation.

Thanks to you and the committee for considering this item.